

	Montana Mental Health Nursing Care Center Policy Manual		Policy Number	901
			Original Date	05/16/1983
	Department: Laundry		Revised Date	07/09/2015
	Laundry Services			

POLICY:

Laundry service will be provided so that adequate daily clothing and linen are available. The laundry will be handled, processed, and stored in such a manner as to prevent the spread of infection.

PROCEDURE:

1. Processing of soiled clothing and linen:
 - A. Apply protective gloves and other appropriate PPE prior to transporting or handling contaminated laundry. Soiled linen and clothing will be placed in covered laundry carts in the soiled utility rooms by emptying the bag from the laundry carts.
 - B. Before placing soiled laundry items in the laundry carts, staff should:
 - a. Rinse and soak heavily soiled items
 - b. Check and empty pockets
 - c. Pin socks together
 - C. Laundry staff will make regular collections each day from the soiled linen rooms. Soiled laundry will be transported to the soiled area of the Laundry facility in covered carts.
 - D. Once laundry is in the soiled area of the Laundry facility, Laundry staff will:
 - a. Rinse and soak heavily soiled laundry items
 - b. Check and empty pockets
 - c. Sort laundry by color
 - d. Pre-treat stains
 - e. Pin socks together
 - E. Laundry will be taken to the wash area in carts and loads will be weighed, and recorded.

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- F. Laundry will be placed in the washers and the appropriate code will be used. Staff should remove gloves and gown, and wash hands.
2. Processing of clean clothing and linen:
- A. Laundry will be removed from the washer and placed in a clean linen cart and transported to the dryer.
 - B. Laundry will be removed from the dryer, placed in a clean cart, and taken to the folding area.
 - C. Underwear will be folded, sorted for resident, and placed on a covered cart for the proper wing.
 - D. Clothing will be placed on hangers, sorted for resident, and placed on a covered cart for the proper wing
 - E. Linens will be folded and put in the linen area in the Laundry facility.
 - F. Laundry staff will take covered clothing carts to the wings and deliver them to resident rooms each day.
 - G. Laundry staff will transport clean linens in covered carts to the Linen rooms and stock shelves every day. Shirt protectors will be placed in the resident dining room
3. Biohazard/Isolation Laundry:
- A. Nursing staff will place laundry in a clear dissolvable bag. The clear dissolvable bag should then be placed in a yellow bio-hazardous bag. The yellow bag should be placed in the laundry cart in the soiled linen room.
 - B. Laundry staff will place the dissolvable bag directly into the washing machine. Hot water and bleach will be used when washing the items.
 - C. Follow the procedure for processing clean clothing and linens.
4. Procedures for marking resident clothing:
- A. Resident's personal clothing and linens will be marked with their last name and first initial.

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- B. The marking machine will be kept in the Laundry facility and may be used by all staff.
 - C. When residents are admitted to the facility or receive new personal items, they will be marked upon receipt.
5. Mending:
- A. Clothing or linen needing repair should be taken to the Laundry and be given to a laundry worker or requested in writing if after hours.
 - B. Laundry staff will mend clothing as needed. If a resident's personal laundry is beyond repair, the Laundry Department will throw it away and notify the Social Worker.
 - C. The Laundry Supervisor will ensure that linens being sent out for distribution are in good condition.
6. Infection Control Measures:
- A. All laundry will be covered when being transported to and from laundry.
 - B. Staff will wash their hands before handling clean laundry. Staff will wash their hands after handling soiled laundry.
 - C. Soiled items should not be placed or stored in a clean area. Carts containing soiled shirt protectors may be placed in the dining room after the meal and if all residents have left.
 - D. Gloves and a gown or apron will be used by staff in the soiled area of the Laundry facility.
 - E. Clean linen room doors should be closed when not in use unless the Unicell is in the clean linen room.
 - F. Once placed in a cart, soiled laundry should only be removed from the cart in a soiled linen area.
7. Water temperatures are checked daily and recorded on the log.
- A. If temperature is below 170 degrees, check the next load. If temperature on 2nd load is below 170 degrees a Maintenance work request will be completed.